

PROCEDURES AND POLICIES FOR THE
REFERRAL AND SELECTION
OF FINALISTS

THE PRESIDENTIAL MANAGEMENT INTERN PROGRAM

U.S. Civil Service Commission
Bureau of Intergovernmental
Personnel Programs

February 1978

A. Background, Purpose and Eligibility

1. Background and Purpose

The Presidential Management Intern Program, established by Executive Order 12008 on August 25, 1977, is designed to attract to the Federal service men and women of exceptional management potential who have received special training in planning and managing public programs and policies. The Program's goal is to match the interests of those graduates desiring public service careers with the high priority needs of Federal departments and agencies.

2. Eligibility

Students who will receive, during the current academic year, graduate degrees in public or business administration with an emphasis in public management and who possess strong leadership qualities, academic excellence and a sincere commitment to the public service will be eligible for the Program. To receive consideration, students must be nominated by their university. These nominees will participate in a rigorous screening process consisting of a group-interaction exercise and a personal interview. Ratings from these regional screening panels will be forwarded to the U.S. Civil Service Commission, Office of Presidential Management Internships, where the 250 finalists and 100 alternates will be chosen.

B. The Referral Process

1. The Availability of Positions

- a. From an initial indication of interest, hiring goals were established for each participating agency. These goals designate the maximum number of Interns that each agency may hire. To a limited extent, agency employment goals exceed the total possible number of 250 placements. This is necessary to allow some flexibility in matching Intern skills and interests with agency needs. Thus, some agencies may hire fewer Presidential Management Interns than their actual employment goal.
- b. Agencies are asked to complete an Applicant Referral Request for each available position. This will confirm the title, series and geographic location of the job. Such information will also assist in the identification of positions for which particular academic backgrounds or other pertinent requirements are desired.

2. Categorizing the Applicants

- a. A computerized system is being developed to assist in the timely referral of applicants. As part of this system, a data base will be established for each of the 250 finalists and 100 alternates and will include such factors as: employment interests, academic specializations, geographic availability, and veterans preference.
- b. Position availability data will also be computerized on an agency-by-agency basis.
- c. The finalists and alternates will remain as separate groups throughout the referral and selection process. When finalists decline PMIP job offers or drop-out of the Program, alternates will be included in the referral pool. The alternates will be integrated as needed to assure that all 250 positions can be filled.

3. Referring the Applicants

Initially, a listing of all 250 finalists and 100 alternates showing name, address, school attended and primary areas of work interest will be sent to the agency coordinators.

- a. The actual referral process will consist of these four essential elements:
 - Agencies will receive approximately three referrals per position. This number may be limited to some extent by the location of the job or the requirement of a specialized academic background. Agencies with five or more positions will receive a reasonable number of referrals from which to make selections.
 - Finalists will be referred to no more than two agencies simultaneously. If a selection is not made within ten working days from the receipt of the certificate, finalists will be referred to additional agencies.
 - Agency coordinators and other appropriate staff in the Washington area may personally review the applications and nominations of all 250 finalists if they so desire. This review will have to take place in the Office of Presidential Management Internships. Regional coordinators may review the applications of finalists from schools within their region. The Intergovernmental Personnel Program Division in each Commission regional office will have this information.

- Finalists will be encouraged to actively pursue positions with agencies in which they have a particular interest. The names and addresses of agency PMIP coordinators will be sent to the 250 finalists. Thus, agencies can expect to hear from some finalists who may or may not have been referred to them.
- b. We fully expect that a number of finalists will have veterans preference. These individuals will have been rated by the regional screening panels as being among the very best nominees for this Program. We encourage agencies to carefully review and consider the qualifications and interests of these available veterans. Agencies are reminded that each compensably disabled veteran must be placed.
- c. Appropriate academic background will be a factor in referring finalists to positions having positive educational requirements. (i.e., Accountants, Architects, Engineers, etc.)
- d. Name requests will be taken into consideration along with other referral factors.
- e. The following documents will be forwarded along with each certificate:
 - A computerized summation of each finalist's personal history and employment interests;
 - Application forms; and
 - Deans' nomination forms
- f. Agencies should indicate whether they wish certificates to be sent to headquarters or to the appropriate regional offices.

C. The Selection of Candidates

1. The Selection Process

- a. Agency coordinators will serve as the principal contact point in the selection process. When referral documents are received, coordinators will be responsible for distributing the application papers to appropriate offices within their agency.

- b. Agencies are encouraged to develop an internal selection procedure for Interns. Since the finalists will come from schools throughout the country, interviews, if desired, may be most conveniently arranged at an agency's nearest field or regional office.
- c. As selections are made, coordinators are requested to notify CSC by telephoning the PMIP office (202) 254-7316. These verbal commitments will be considered as final and binding decisions so that we may complete the entire selection process in a timely manner. Certificates must be returned by mail to the Office of Presidential Management Internships immediately following this verbal notification.
- d. Agencies are encouraged to contact all finalists referred to them for consideration. While we recognize that some finalists may have particular academic skills or interests which may limit their employment possibilities, we nevertheless expect all finalists to receive job offers. Since finalists will be referred for simultaneous consideration, agencies will be competing with each other to some extent.
- e. PMIP staff will monitor the referral and placement of veterans and will discuss with agencies the procedures to be followed when not selecting a referred veteran.
- f. Agencies are encouraged to contact the PMIP office when returning certificates from which few selections have been made.

2. Entry-on-Duty

Agencies and Interns will designate a mutually convenient entry-on-duty date. Prior to appointment, agencies must assure that Interns have completed all graduate degree requirements, i.e., course work, comprehensive exams, thesis and/or internships. It is hoped that all Interns will be on board by July 1, 1978.



UNITED STATES CIVIL SERVICE COMMISSION

Approved For Release 2001/07/12 : CIA-RDP89-01114R000100030011-1
BUREAU OF INTERGOVERNMENTAL PERSONNEL PROGRAMS
WASHINGTON, D.C. 20415

PRESIDENTIAL MANAGEMENT INTERN PROGRAM

APPLICANT REFERRAL REQUEST

1. Name of Agency:
2. Number of Positions: (If more than one, please provide the following information on each position.)
3. Position Title and Series:
4. Geographic Location: (City and State)
5. Areas of Management Specialization:

☐ Finance and budgeting

☐ Information Systems

☐ Employment and personnel

☐ Other (Please specify) _____

☐ Management analysis

☐ Program and policy analysis

6. Desired Academic Specialization of Candidates:

☐ Administrative and management processes

☐ Intergovernmental or international relations

☐ Policy analysis

☐ Finance and economics

☐ Individual/group/organizational theory and dynamics

☐ Other (Please specify) _____

☐ Accounting, quantitative methods, information systems

☐ No specified academic specialization required

7. Preference as to University attended: (Please list the schools from which you are interested in reviewing nominees.)

8. Additional Requirements (Please list)

Name: _____
Title: _____
Phone: Area Code: _____ Number: _____

10. Individual to whom referrals should be sent:

Name: _____
Title: _____
Address: _____

Phone: Area Code: _____ Number: _____

Please send to:

Bureau of Intergovernmental Personnel Programs
U.S. Civil Service Commission
1900 E Street, N.W.
Washington, D.C. 20415

ATTENTION: Presidential Management Intern Program

ILLEGIB

Presidential Management Intern Program

Acting Director of Personnel
5 E 58

6825

11 JAN 1978

CMO-DD/A

EO/DDA

Acting Deputy Director
for Administration

Attached at Tab A is a letter from the Civil Service Commission requesting more information concerning our utilization of an intern selected under the Presidential Management Intern Program. Attached at Tab B is our letter of 1 December regarding this subject. Attached at Tab C is a suggested response for Mr. Malanick's signature.

On 10 January, I met with Mr. Fitzwater, Acting/DDA, and it was agreed that we take a reasonably broad approach as not to pin us down exactly as to the intern's assignment until we had an opportunity to review his or her qualifications. Also it was agreed that during the intern's tenure with us, the individual should be exposed to more than one assignment with Mr. [REDACTED]

[REDACTED] CMO-DD/A, sponsoring formal training and assignments.

STATINTL

Att

Distribution:

Orig - ADDA
1 - C/SPD
1 - CMO-DD/A
1 - AD/Pers/Chrono
1 - OD/Pers/Subject File
1 - RDK Chrono

EA-D/Pers

rj (11 Jan 78)

*CSC - 254-7316
letter signed by
Mr. Malanick
16 Jan 78. Phoned CSC
this date to
advise our
reply on its
way.*

STATINTL

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

1 DEC 1977

The Honorable Alan K. Campbell
Chairman, Civil Service Commission
U.S. Civil Service Commission
Washington, D.C. 20415

Dear Mr. Chairman:

This is in response to your memorandum of 18 November 1977 concerning participation in the new Presidential Management Intern Program established by Executive Order 12008.

We are pleased to report that we plan to employ one intern next year. We would appreciate receiving nominations as soon as possible since the person selected will have to meet our security and other applicant processing standards.

The intern will be assigned to a position in our Headquarters area and will not be utilized in any field assignments during the first two years. This is a general practice for us since we do not assign individuals overseas without sufficient formal and on-the-job training. At the present time, we anticipate assigning the intern to the Directorate for Administration, which is concerned with overall support to our other organizational entities. Initially, his first assignment may be for a period of one year in our Office of Finance followed perhaps by a staff assignment under the jurisdiction of a senior official in the immediate office of the Deputy Director for Administration.

STATINTL [REDACTED] Chief, Staff Personnel Division, will serve as the Agency coordinator for the program. He may be reached on 351-3800.

We appreciate the opportunity to participate in this worthwhile program.

Sincerely,

[REDACTED]
Acting Director of Personnel

STATINTL

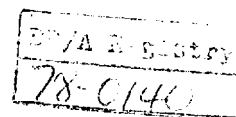
Distribution:

Orig - Addressee
1 - EO/ADDA 1 - Executive Secretary
1 - DD/Pers/R&P
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✓ 1 - Subject File (D/Pers)
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1 - RDK Chrono

STATINTL

CENTRAL INTELLIGENCE AGENCY

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Mr. Norman Beckman, Director
Bureau of Intergovernment
Personnel Programs
U.S. Civil Service Commission
Washington, D.C. 20415

14 JAN 1978

STATINTL

Dear Mr. Beckman:

Thank you for your letter of 27 December 1977 to Dr. [REDACTED]
our Presidential Management Intern Program Coordinator.

First, we would like to confirm the information we provided previously
to Mr. Alan K. Campbell, Chairman, Civil Service Commission, that we will
employ one intern and that he or she will be assigned to a position in our
Headquarters area.

The Agency's Directorate of Administration encompasses the Offices of
Personnel, Security, Training, Medical Services, Communications, Finance,
Logistics and Data Processing. In light of the diversity of functions within
this Directorate, I believe that we can offer a very meaningful internship
commensurate with the qualifications and background of the individual selected.
With this in mind, I plan to assign the intern to my immediate office under
the jurisdiction of our Career Management Officer. This will ensure that he
or she will be provided such formal training as is appropriate and will be
exposed to rotational assignments, resulting in the individual achieving a
reasonably broad base of knowledge by the expiration of the two-year internship.

I appreciate the opportunity to write to you concerning this important
program. [REDACTED] of the Office of Personnel will continue as the
Agency's Coordinator and will handle any details incident to the selection and
appointment of the intern. I might add that we look forward to reaching a
decision as to the particular individual, as the person selected will have to
meet our security and other applicant processing standards and this may take
some time.

Sincerely,

Michael J. Malanick
Acting Deputy Director for
Administration

Distribution:

Orig - Addressee

1 - ADDA

1 - CMO-DD/A

1 - AD/Pers/Chrono

✓ - OD/Pers Subject File

1 - C/SPD

1 - RDK Chrono

Originator: [REDACTED]

A/Director of Personnel

STATINTL

11 JAN 1978

Approved For Release 2001/07/12 : CIA-RDP89-01114R000100030011-1

EA-D/Pers/[REDACTED]:rj (11 Jan 78)

DEC 27 1977

Ludwig K. K.

STATINTL

Chief, Staff Personnel Division
Central Intelligence Agency
Washington, D.C. 20505

STATINTL

Dear [REDACTED]

Thank you for your agency's support given to the Presidential Management Intern Program (PMIP). We have been able to begin the Program on a positive note because of your agency's cooperation in providing us with preliminary hiring estimates and in fixing responsibility for the Program in your agency. As the PMIP coordinator, we will continue to rely on you as a focal point for Program activities.

In early February we will provide you with a final hiring goal for your agency. Agency employment goals will, to a limited extent, exceed the number of finalists to allow for some flexibility in matching intern skills and interests with agency needs. Thus some agencies may hire fewer interns than their actual employment goal. However, agencies can use the new graduate level cooperative education program or other career entry employment mechanisms, such as PACE and the mid-level exam, to hire additional individuals.

We now need some important information from you. As discussed at the November 30th coordinators' meeting, we are asking you to confirm, by January 16th, your agency's earlier estimate of intern hires.

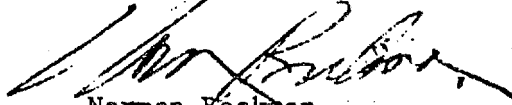
Second, by January 16th, we also will need information on the types or kinds of positions that your agency plans to fill. For our purposes it would be most helpful if you would use the management areas identified in the application. These are: finance and budgeting, employment and personnel management, management analysis, program and policy analysis, information systems, and others. If you are going to place any of your interns with the Federal Procurement Institute we would like to know that number.

In view of the highly competitive nature of this Program, we hope to match each intern's interests and background, as much as possible, to the high priority needs of each agency.

Third, please indicate where these positions will be located, headquarters, or field. If the assignment is outside the Washington metropolitan area, please identify the specific job site. We ask you to give consideration to placing more interns in field or regional assignments. We appreciate your having provided us with the names of agency managers to serve on regional screening panels. We have sent these names to our Regional Directors.

President Carter and Chairman Campbell are committed to this Program, and I know we can count on you to ensure that the Program's objectives are fully achieved. We look forward to hearing from you by January 16th. If you need any additional information on the Program please get in touch with Andrew Boesel, Director, Office of Presidential Management Internships or members of his staff. The office phone number is 254-7316.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Norman Beckman', written over a horizontal line.

Norman Beckman
Director

cc: Personnel Director ✓

☐ UNCLASSIFIED ☐ INTERNAL ☐ CONFIDENTIAL ☐ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Presidential Management Intern Program

FROM:

Acting Director of Personnel
5'E 58

EXTENSION

NO.

DATE

6825

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

1.

EO/ADDA

2.

3. Acting Deputy Director
for Administration

4.

5.

6.

7.

8.

(NOTE: Routing Sheet not sent to ADDA
but met with Mr. Fitzwater, ADDA, and

10. Mr. [REDACTED] on
10 January 1978 re this matter.)

11.

12.

13.

14.

15.

The DCI, based on your recommendation, approved the Agency participating in the Presidential Management Intern Program on 20 September 1977.

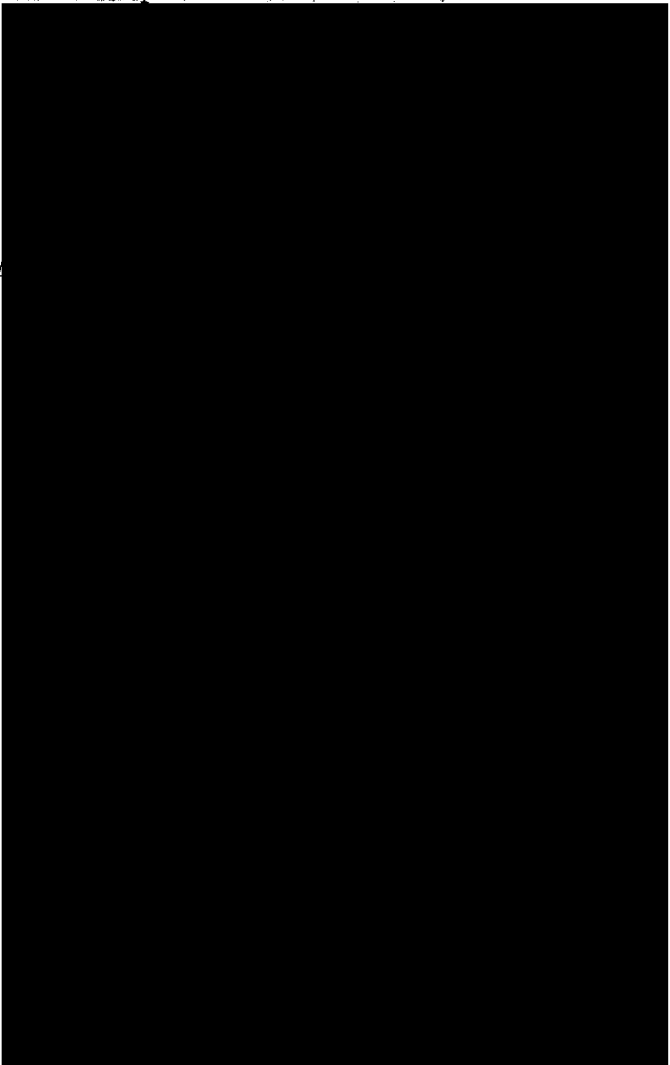
In response to a request from the Chairman of the Civil Service Commission (CSC) requesting an estimate as to the number of interns we would hire, types of positions they would be assigned to, and distribution between Headquarters and the field, we responded on 1 December 1977 (attached at Tab A). The information we provided as to possible assignments in the Agency was based on guidance received from the CSC in September 1977 (attached at Tab B). [REDACTED] talked to Messrs. Janney and [REDACTED] before we released our letter (Tab A) and there was no intent at the time to make any definite commitment as to the exact job assignment. Again, based on the guidelines we had from the CSC, it appeared reasonable to note the Office of Finance and O/ADDA as possibilities. We very carefully used the words may be and perhaps in writing to the Commission concerning job assignments for the intern.

[REDACTED] has received another letter from the CSC on this subject and must respond by 16 January 1978 (attached at Tab C). I would like to meet with you

(over)

as soon as possible to discuss our response that sets forth more precisely our plans for this intern for a two-year period. As you may remember, he or she will be appointed at the GS-09 level and then may be converted to career status after his/her internship.

LEON



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CIVIL SERVICE COMMISSION
WASHINGTON, D. C. 20415

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F.W.M. Janney
Director of Personnel
Central Intelligence Agency
Washington, D.C. 20505

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